



Mary Webb School &  
Science College



# Candidate Information Pack

## Level 2 Teaching Assistant

Mary Webb School & Science College  
Pontesbury  
Shrewsbury  
Shropshire  
SY5 0TG



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# Dear Applicant

Thank you for your interest in our vacancy for a Level 2 Teaching Assistant

In this pack you will find the following information:

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[Job Description](#)

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Thank you for showing an interest in our school. Having read the enclosed information, I trust you will feel encouraged to apply for the teaching assistant vacancy within the Personalised Learning Department and The Space, a newly established support and inclusion centre.

The departments are well resourced in their own accommodation. They are expanding and are highly successful in providing general classroom support and / or support to named students.

The successful candidate would work under the direction of the Head of Personalised Learning to support the learning of a Year 9 student and students across the curriculum, as this post is directly funded by the Local Authority. This may include the preparation and development of resources when working with student(s) out of the classroom.

An application would bring you a step closer to working in a busy, but really friendly and supportive environment.

Mary Webb School and Science College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I look forward to receiving your application.

Yours sincerely,

Peter Lowe-Werrell

# Advertisement

## Level 2 Teaching Assistant x 2

Required as soon as possible

These posts are fixed term for twelve months, 27.5 hours per week, term time plus 3 PD days and Grade 5 (£12.38 - £12.59), pay award pending.

Funding for these posts is linked to two Year 9 students and therefore there will be a proportion of hours directly working with these students in and out of classroom, and The Space.

Mary Webb School and Science College is a successful and popular specialist science college, situated in a beautiful location, a few miles south of Shrewsbury.

Governors wish to appoint a teaching assistant to join our expanding and successful personalised learning department, to provide general support and / or support for a specific named student.

Further details and an application form are available on the school website. The school does not accept CVs.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An online search will be undertaken as part of due diligence checks during the shortlisting process

**Closing date: 12pm Thursday 21st November 2024**

**Interviews to be held: Week commencing 25th November 2024**

# Information about the school

Mary Webb School and Science College is situated in a particularly beautiful location in the village of Pontesbury, just a few miles south of Shrewsbury. The site, surrounded by hills and woodland, provides an ideal setting for a school that aims to provide an educational experience firmly rooted in a modern rural context. We seek to open minds and widen horizons by ensuring that all our students are prepared for the challenges of life in the 21st century.

As a relatively small, community secondary school of over 700 students, staff and governors, we feel that the school has a number of distinctive features that makes it a little bit special. We aim to provide an environment in which each and every student can develop and flourish, and where the pursuit of excellence, in terms of personal development and academic achievement, is the aspiration of all. Relatively small class sizes ensures that every student receives personal attention.

The curriculum at Key Stage 4 is based around a core GCSE offer. We believe that this provides students with robust qualifications that support transition to post-16 education, training and employment. GCSE examination results at Mary Webb School and Science College have been good in recent years and are above national averages for attainment and progress across the curriculum.

GCSE results in 2024 saw us achieve a very pleasing Progress 8 score of +0.04. 65% of our students achieved GCSEs in both English and mathematics at grade 4 and above and the school's Attainment 8 score was 47.84, which was in line with the Shropshire average for secondary schools. Over 10% of GCSEs awarded to our students were at grades 8 or 9. Most importantly, all our students were able to go on to the destinations they planned to in September 2024.

To view our latest Ofsted report from May 2023 please visit our website.

## Inspection of Mary Webb School and Science College

Pontesbury, Shrewsbury, Shropshire SY5 0TG

Inspection dates: 7 and 8 June 2023

|                              |  |
|------------------------------|--|
| <b>Overall effectiveness</b> | <b>Good</b>  |
| The quality of education     | <b>Good</b>  |
| Behaviour and attitudes      | <b>Good</b>  |
| Personal development         | <b>Good</b>  |
| Leadership and management    | <b>Good</b>  |
| Previous inspection grade    | Not previously inspected under section 5 of the Education Act 2005 |

- Pupils feel safe and happy in this inclusive and supportive school.
- Pupils behave well and have positive attitudes to learning.
- Governors and leaders ensure that staff's well-being matters.
- Staff morale is high.
- The arrangements for safeguarding are effective.

# Job Description

## Support for Students

- Attend to students' personal needs, and assist with the development and implementation of individual education/behaviour/support/mentoring plans and personal care programmes.
- Supervise and support students, including those with special needs, ensuring their safety and access to learning.
- Establish constructive relationships with students and interact with them according to individual needs.
- Promote the inclusion and acceptance of all students.
- Encourage students to interact and work co-operatively with others, and engage in learning activities.
- Set challenging and demanding expectations for students, and promote self-esteem and independence.
- Provide feedback to students in relation to progress and achievement under the guidance of the teacher

## Support for the Teacher

- Assist with the planning of learning activities.
- Use strategies, in liaison with the teacher, to support students to achieve learning goals.
- Prepare the classroom as directed for lessons and clear afterwards. Assist with the display of students' work.
- Ensure the timely and accurate design, preparation, and use of specialist equipment/resources/materials.
- Monitor students' responses to learning activities and accurately record achievement/progress as directed.
- Establish constructive relationships with parents/carers.
- Provide detailed and regular feedback to teachers on students' achievement, progress, problems etc.
- Maintain records as requested.
- Administer routine tests, invigilate exams, and undertake routine marking of students' work, accurately recording achievement/progress.
- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Provide general clerical/administration support, e.g. administer coursework, produce worksheets for agreed activities, photocopying, typing, filing etc.

# Job Description (Cont.)

## Support for the Curriculum

- Support students in understanding instructions.
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses.
- Undertake programmes linked to local and national learning strategies, e.g. literacy, numeracy, KS3, early years etc. as directed by the teachers.
- Support students in using ICT, and develop students' competence and independence in its use.
- Prepare, maintain, and use equipment/resources required to meet the lesson plans/ relevant learning activities, and assist students in their use.
- Monitor and manage stock and supplies, cataloguing as required.

## Support for the School

- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure that students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtimes.
- Accompany teaching staff and students, as appropriate, on visits, trips, and out of school activities, and take responsibility for a group under the supervision of a teacher.



# Personal Specification

|                             | Quality  | Essential                                   | Desirable                        |
|-----------------------------|--|---|----------------------------------|
| Qualifications              | <ul style="list-style-type: none"> <li>• Good standard level of education, including level 2 or equivalent qualification in English and mathematics</li> <li>• 5 GCSEs at C or above (or equivalent) including English, Maths &amp; Science</li> <li>• NVQ Level 2 / 3 or equivalent in relevant area</li> <li>• First Aid qualification</li> </ul>                                  | <p>Yes</p> <p>Yes</p>                       | <p>Yes</p> <p>Yes</p>            |
| Work or relevant experience | <ul style="list-style-type: none"> <li>• Experience of working with children or vulnerable adults</li> <li>• Some knowledge of classroom administration support</li> <li>• Recent experience of working in an educational setting or relevant environment</li> <li>• Experience of working with pupils with autism</li> </ul>  | <p>Yes</p>                                  | <p>Yes</p> <p>Yes</p> <p>Yes</p> |
| Knowledge and understanding | <ul style="list-style-type: none"> <li>• A good knowledge of school-based education including child development</li> </ul>   | <p>Yes</p>                                  |                                  |
| Skills and abilities        | <ul style="list-style-type: none"> <li>• Good communication skills and ability to relate well to children, staff and parents</li> <li>• Evidence of working well as part of a team</li> <li>• Interest in ICT and the willingness to update skills and undertake further training</li> <li>• Specialist skills, training or experience e.g. Art, Music, ICT, display etc.</li> </ul> | <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> |                                  |
| Personal qualities          | <ul style="list-style-type: none"> <li>• Ability to bring to the role, initiative, enthusiasm and commitment</li> <li>• Flexibility and reliability</li> <li>• Willingness to develop skills with further training e.g. First Aid Training</li> </ul>  | <p>Yes</p> <p>Yes</p> <p>Yes</p>            |                                  |
| Special conditions          | <ul style="list-style-type: none"> <li>• Willingness to undertake a Criminal Records Bureau check</li> </ul>   | <p>Yes</p>                                  |                                  |

# How to Apply

Applications must be made on the official application form which can be found by [clicking here](#) or visiting [www.marywebbschool.com/vacancies](http://www.marywebbschool.com/vacancies)

The deadline for applications is 12 noon on Thursday 21st November 2024, and we will be interviewing week commencing 25th November 2024. Please do not hesitate to get in touch with us if you have any questions or if you would appreciate an informal chat; we would be delighted to hear from you.

**When completing the application form, please pay particular attention to:**

Section D, Other Relevant Experience: Please limit this section to no more than 500 words.

Section E and F, Educational qualifications, please ensure you provide details of your qualifications, including GCE O level, GCSE or equivalent level 2 qualifications - a summary is not sufficient. Details of the institutions you studied at are required.

**In addition to the guidance provided, please outline your views on teaching science to young people in the 11-16 age range and why science is an important part of a broad and balanced education for the twenty first century.**

Section K, References: The requirement for two employment references, one of which **must** be your current or most recent employer. Please include email addresses if possible.

We use an application form which states that the post is exempt from the Rehabilitation of Offenders Act 1974 and that the successful candidate must apply to have an Enhanced Disclosure from the Disclosure and Barring Service. The application form will request full and complete information about employment history.

All applicants are required to disclose whether they have any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children.

Incorrectly completed application forms will not be considered.

You can send your application  
via:

Email to:  
[nmurray@marywebbschool.com](mailto:nmurray@marywebbschool.com)

Post to:  
Mrs N Murray  
PA to Headteacher  
Mary Webb School & Science  
College  
Pontesbury  
Shrewsbury  
Shropshire  
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